

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE POLICY DIRECTIVE 24-2

27 APRIL 2011

Transportation



**PREPARATION AND MOVEMENT OF AIR
FORCE MATERIEL**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This directive establishes policy for the packaging and movement of Air Force materiel within the Defense Transportation System (DTS) to meet operational needs, including mobility and surge. This publication may not be supplemented by any organization. It implements DoD Directive 4500.9E, Transportation and Traffic Management, and DoD Instruction 4500.57, Transportation and Traffic Management. This directive applies to all Active Duty, Reserve, Guard, and Civil Air Patrol personnel shipping cargo on behalf of the United States Air Force. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

SUMMARY OF CHANGES

This revision contains changes and clarification in policy and organizational responsibilities. Terms and references have been updated. The document has been revised throughout.

1. Policy: It is Air Force policy to:

- 1.1. Package, pack and move materiel effectively and efficiently.
- 1.2. Use transportation resources for official purposes only.
- 1.3. Unless urgent circumstances (e.g., insufficient ground time) prohibit, manifest cargo on-board all DoD-owned, -controlled, or -chartered conveyances.
- 1.4. Move materiel in accordance with transportation priority and established time definite delivery standards.
- 1.5. Use USTRANSCOM negotiated or approved lift for moving shipments, except as authorized in the *Defense Transportation Regulation* (DTR).
- 1.6. Use commercial resources of the DTS to the maximum extent practicable. The exception is DoD organic aircraft flying established channel missions, which should be used consistent with operational requirements.
- 1.7. Process materiel using standard automated information systems (AISs) and Automatic Identification Technology (AIT) to streamline freight functions and provide in-transit visibility (ITV) information.
- 1.8. Utilize Transportation Officers (T.O.s) at the installation level to assure all material entering the DTS is packaged, packed, documented and shipped in compliance with appropriate international, Federal and State requirements.
- 1.9. Comply with DTR (DTR 4500.9-R), Part II, *Cargo Movement*, Part III, *Mobility*, Part V, *DoD Customs and Border Clearance Policies and Procedures*, and Part VI, *Management and Control of Intermodal Containers and System 463-L Equipment*. The DTR applies worldwide, unless otherwise stated. Overseas MAJCOMs will implement theater directives in conjunction with the DTR and this policy directive.

2. Responsibilities and authorities:

- 2.1. Deputy Chief of Staff, Logistics, Installations, and Mission Support (AF/A4/7):
 - 2.1.1. Establishes Air Force materiel movement, packaging, packing and ITV guidance, and provides oversight and assistance.
 - 2.1.2. Collaborates with USTRANSCOM and other national partners to identify, analyze, and improve distribution related processes.
- 2.2. MAJCOM/ARC/FOA/DRUs:
 - 2.2.1. Assure installation commanders designate a T.O. as the single cargo movement manager for the installation. The T.O. must have the authority to complete freight traffic duties, including supervision of the freight function and funds obligation. Where Air Force Reserve and Air National Guard units are located on an Air Force installation, traffic management responsibilities will be consolidated to the maximum extent possible. Where consolidation is not complete, separate T.O.s may be assigned.
 - 2.2.2. Direct subordinate activities in packaging and traffic management, develop instructions based on policy directives, AFIs, public law, international agreements, and

mission requirements and provide guidance as necessary in establishing programs for reuse and reclamation of shipping containers and packaging.

2.2.3. Assure subordinate activities are trained to safely load, unload, handle, store, package, and transport classified, sensitive, arms, ammunition and explosives (AA&E), Nuclear Weapons Related Material (NWRM) and hazardous material.

3. Adopted Forms.

AF Form 847, Recommendation for Change of Publication

MICHAEL B. DONLEY
Secretary of the Air Force

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 49, Code of Federal Regulation (CFR), *Transportation*, current edition

DoD 4000.25-1-M, *Military Standard Requisitioning and Issue Procedures (MILSTRIP)*, 28 April 2004

DoD 4000.25-6-M, *Department of Defense Activity Address Directory*, dates vary

DoD Directive 4140.1, *Supply Chain Management Policy*, 22 April 2004

DoD Directive 4500.9E, *Transportation and Traffic Management*, 11 September 2007

DoD Directive 5158.04, *United States Transportation Command*, 11 September 2007

DoD 4145.19-R-1, *Storage and Materials Handling*, 6 June 1979

DoD Instruction 4500.57, *Transportation and Traffic Management*, 18 March 2008

DTR 4500.9-R, Part II, *Cargo Movement*, June 2008

DTR 4500.9-R, Part III, *Mobility*, September 2007

DTR 4500.9-R, Part V, *DoD Customs and Border Clearance Policies and Procedures*, 5 May 2009

DTR 4500.9-R, Part VI, *Management and Control of Intermodal Containers and System 463-L Equipment*, September 2007

MIL-STD 129P, *Military Marking for Shipment and Storage*, 19 September 2007

Surface Deployment and Distribution Command (SDDC), Directory of Permit Officials for Highway Movements

SDDC, Strategic Highway Corridor Network

SDDC, Civil Rail Lines Important to National Defense

Abbreviations and Acronyms

AFPD—Air Force Policy Directive

AIS—Automated Information System

ARC—Air Reserve Component

CMA—Centrally Managed Account

DRU—Direct Reporting Unit

DTR—Defense Transportation Regulation

DTS—Defense Transportation System

FACTS—Financial and Air Clearance Transportation System

FOA—Field Operating Agency

ITV—In-Transit Visibility

JDP—Joint Departmental Publication

MRM—Management Reform Memorandum

RDS—Records Disposition Schedule

SDDC—Surface Deployment and Distribution Command

SDT—Second Destination Transportation

TO—Transportation Officer

USTRANSCOM—United States Transportation Command

Terms

Defense Transportation System—That portion of the Nation's transportation infrastructure that supports DOD common-user transportation needs across the range of military operations. It consists of those common-user military and commercial assets, services and systems organic to, contracted for, or controlled by the Department of Defense.

Hazardous Materials—Substances or materials which the Secretary of Transportation has determined to be capable of posing unreasonable risk to health, safety, and property when transported.

Marking—The application of numbers, letters, labels, tags, symbols, or color codes to facilitate identification and handling during shipment and storage. Joint standard MILSTD-129 applies for all military packaging activities.

Packaging—Consists of the materials and methods prescribed in Federal, International, or military specifications, standards, drawings, or other authorized documents designed to provide a specific level of protection for materiel in transportation or storage. Packaging incorporates the processes and procedures used to protect materiel from deterioration and damage. It includes cleaning, drying, preserving, packing, marking, labeling, placarding, unitizing, and containerization.

Packing—The assembling of items into a unit, intermediate, or pack with necessary blocking, bracing, cushioning, and containers.

Transportation Priority—Indicators assigned to eligible traffic that establish its movement precedence. Appropriate priority systems apply to the movement of traffic by sea and air. In times of emergency, priorities may be applicable to continental United States movements by land, water, or air.

Transportation Officer—The person designated by the installation commander as the single materiel movement manager for the facility with authority to complete assigned duties including funds obligation. Since duties include funds obligation and classified shipments, the person designated as TO cannot be a contractor or a foreign national. T.O.s must be familiar with rules promulgated by the U.S. Department of Transportation, the International Civil Aviation Organization, the International Air Transport Association, the International Maritime Dangerous Goods Code, the Occupational Safety and Health Administration, the American National Standards Institute, the International Standards Organization, the Environmental Protection

Agency, the Nuclear Regulatory Commission, the United Nations, the US Postal Service, import/export customs agencies (domestic and foreign), and foreign governments.